

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine evening or night custodial activities at an assigned school site or other assigned District facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

DISTINGUISHING CHARACTERISTICS:

Custodian I incumbents perform routine custodial activities at an assigned school site or facility during the evening or night shift. Custodian II incumbents perform custodial activities at an assigned elementary school site during an assigned day shift. The Custodian III class performs lead daytime custodial duties at a middle school or junior high school site which are larger and more complex sites and are assigned to lead a larger staff.

REPRESENTATIVE DUTIES:

Perform routine custodial activities at assigned District school site during an evening or night shift; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. *E*

Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; spot mop spills and remove gum and debris. *E*

Clean and disinfect drinking fountains and restroom facilities sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. *E*

Perform other custodial activities including replacing light bulbs and tubes, cleaning chalkboards and erasers, and emptying pencil sharpeners; clean tables, chairs and floors after lunch periods as assigned. *E*

Dust and polish furniture and woodwork as needed. *E*

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. *E*

Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority. *E*

Operate cleaning equipment such as vacuums, buffer/scrubber machine and other custodial equipment as assigned. *E*

Move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set up chairs, tables and other facilities for special events and activities; clean up debris following events. *E*

Participate in major summer or annual cleaning projects as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
Proper methods of storing equipment, materials and supplies.
Proper lifting techniques.

ABILITY TO:

Perform routine custodial activities at an assigned school site or other District facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials, equipment and methods according to pre-determined standards.
Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
Learn appropriate safety precautions and procedures.
Maintain tools and equipment signed in clean working order and provide proper security.
Perform minor non-technical repairs.
Observe and report need for maintenance and repair.
Understand and follow oral and written directions.
Meet schedules and time lines.
Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Seeing to perform custodial work.
Lifting and moving heavy objects.
Climbing ladders and reaching overhead, above the shoulders and horizontally to replace lights bulbs.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing and pulling cleaning equipment.

HAZARDS:

Exposure to cleaning chemicals.

Classified Salary Schedule: Range 28